

RESOURCES

Some of the best resources are free or inexpensive and available on the Web. There is an abundance of CLE programs available from the Sections of the State Bar and other CLE providers. E-discovery is a team effort and relationships with non-lawyers will be invaluable. Your client, office assistant, or IT department is a resource.

Websites

<http://CaliforniaDiscovery.findlaw.com>
<https://extranet1.klgates.com/ediscovery/>
<http://www.discoveryresources.org/events-seminars/webcasts-podcasts/>

Articles & Key Cases

"E-Discovery Basics" *California Litigation: The Journal of the Litigation Section, State Bar of California*, August 2005
Dodge, Warren & Peters Ins. Services v. Riley (2003), 105 Cal.App.4th 1414 [preservation order & forensic exam of electronic storage media]
Toshiba America Electronics Components, Inc. v. Superior Court (Lexar Media, Inc.) (2004), 124 Cal.App.4th 762 [cost shifting]
Zubulake v. UBS, 229 F.R.D. 422 (S.D.N.Y. 2004) [1 of 5 opinions in most famous e-discovery case]

Glossaries & Explanations

<http://Wikipedia.org>
<http://www.thesedonaconference.org>
<http://whatis.techtarget.com>

California Discovery Act & Rules of Court

C.C.P. Sections 2031, 2016, 1985
C.R.C. Rule 3.720 et. seq. [case management]

LITIGATION SECTION
STATE BAR OF CALIFORNIA

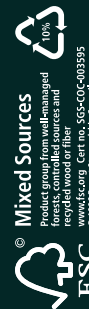
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LITIGATION SECTION

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E-DISCOVERY: POCKET GUIDE

What you do know can help you.
What you don't know can hurt you.



The *LITIGATION SECTION*
of the State Bar of California provides your

E-Discovery Pocket Guide

**WHAT EVERY CALIFORNIA
LITIGATOR MUST KNOW
ABOUT E-DISCOVERY!!!**

- *Potential issue in each case*
- *Lawyers cannot ignore it*
- *Clients and judges expect e-competence*

RISKS of ignoring e-discovery

- Ignore vital evidence
- Sanctions / Spoliation
- Malpractice
- Discipline

BENEFITS

- Competence
- Ethical & professional duties
- Efficiency & cost reduction
- Client attraction and retention

E-DISCOVERY BASICS FOR EVERY LITIGATOR

Basic Knowledge

Do you have a working knowledge of the following concepts that today's litigators must understand?

- Metadata, RAM, computer logs
- Native format, TIFF, PDF
- Fields, queries, & relational databases
- Preservation duties, letters, and orders
- Spoliation & its remedies
- Backup tapes, data archives and storage
- Keyword, contextual and concept search
- Hard drive, server, flash memory
- Computer and network forensics
- Spreadsheet formulas
- Forensic copy
- ESI: electronically stored information
- Records management

Tips & Guidelines

- Don't be in e-discovery denial
- Understand how e-data differs from paper
- Obtain & maintain e-data competence: tech changes
- Apply basic discovery concepts and rules to e-data
- Know your client's e-data system, practice & policy
- Address e-data & discovery duties early with client
- Evaluate all issues for e-data evidentiary sources
- Integrate e-data in all discovery inquiries & plans; e.g. add e-data questions to every deposition.
- Reconsider validity of discovery clichés & concepts in e-data context
- Understand e-data before you negotiate or make representations, assertions, or commitments to your client, opponent, or the court.
- Evaluate & address e-data issues with adversary & court ASAP
- Retain expert assistance before you need it; a good expert can be your mentor and your best evidence.

- Use e-data, technology and discovery referees to achieve cost effective discovery.
- Approach meet & confer and case management conferences with knowledge, expert assistance and a clear strategy
- Take corporate depositions early to understand opponents system and sources of information and to plan future discovery

Client Discussion Topics

- Assembly & supervision of discovery team
- Allocation of discovery duties: in-house / outside
- Retention of expert assistance: types, need, selection, use, costs, credibility
- ESI data map: locate discoverable data
- Retention, storage, and destruction policies, records and practices
- Preservation obligation (dates, subject matter, participants, hardware, data archives, software)
- Litigation hold: duty to preserve / stop destruction
- Preservation duty: compliance, monitoring, enforcement, supervision, review, modification and suspension
- Duty of reasonable search and production
- New sources of e-data to search
- Forms of production of different information
- Legally defensible preservation & search
- Review process (relevancy, privilege, responsive)
- Costs & use of technology for review
- Cost of retrieval, processing, maintenance, review
- Cost shifting
- Spoliation and discovery sanctions
- Necessity of a Protective Order to preserve opponents' discoverable evidence
- Reasonable efforts that client can take if confronted with protective order motion
- Privilege Issues: waiver by inadvertent production & crime-fraud exception

Meet and Confer Topics

- Preservation duty, scope (dates, topics, participants), costs and order
- Scope of search & production (metadata, back-ups, digital storage, related 3d party records, ISPs, web hosting services, GPS records, IP addresses, mobile phones, log data, flash drives and i-pods, surveillance tapes, voice mail, access logs, RAM, embedded data, telephone records and recordings...
- Voluntary mutual production and/or depositions
- Shared data depository (concept organization)
- Simultaneous or phased production
- Relative value of specific data in electronic form
- Form of production (Native / TIFF / PDF)
- Shared/shifted cost of retrieval?
- Cost allocation: preservation, search, production
- Forensic Inspection of drives and servers
- Database queries, keyword and concept searches
- Protective Order
- Privilege / Quick Peek / Clawback
- Inadvertent production as waiver of privilege
- Judicial intervention and assistance: telephonic contact, informal guidance, status conferences
- Discovery referee: scope, authority, review
- Notice to & duties of related non-parties & agents
- Admissibility of e-data,
- Access to adversary's database or hard drive
- Discovery of preservation efforts or instructions
- Presentation to court at case management conference / compliance with CRC & local rules

Case Management

- Present issues to court and obtain orders
- Selecting and using a discovery referee
- Strategy for conference with judge
- Strategy in drafting case management order
- Informal court conduct & dispute resolution